



**APPLICATION FOR
MORTGAGE CONTINUING EDUCATION
INSTRUCTOR CERTIFICATION**

Division of Real Estate
PO Box 146711
Salt Lake City, UT
84114-6711
(801) 530-6747

A. NAME _____ DATE _____
ADDRESS OF RECORD (Public Information) _____
CITY _____ ST _____ ZIP _____
PHONE _____ SOCIAL SEC. # _____

B. COURSE(S) I INTEND TO TEACH: _____
SPONSOR OF COURSE: _____

C. ENCLOSED IS EVIDENCE DEMONSTRATING MY KNOWLEDGE OF THE SUBJECT MATTER (check one box only and provide required documentation):

- ☐ Evidence of at least three years experience in a profession, trade or technical occupation in a field directly related to the course I intend to instruct, OR
- ☐ Evidence of a bachelors or postgraduate degree in the field of real estate, business, law, finance, or other academic area directly related to the course I intend to instruct, OR
- ☐ Evidence of any combination of at least three years of full-time experience and college-level education in a field directly related to the course I intend to instruct.

D. ENCLOSED IS EVIDENCE DEMONSTRATING MY ABILITY TO EFFECTIVELY COMMUNICATE THE SUBJECT MATTER (check box and provide required documentation):

- ☐ Evidence of a state teaching certificate or evidence of successful completion of appropriate college courses in the field of education, OR
- ☐ Evidence of a professional teaching designation from the National Association of Mortgage Brokers, the Real Estate Educators Association, the Mortgage Bankers Association of America, or a similar association, OR
- ☐ Evidence (such as instructor evaluation forms or letters of reference) of the ability to teach in schools, seminars, or in an equivalent setting.

E. ENCLOSED IS CERTIFICATION FEE OF \$50.00 MADE PAYABLE TO:

DIVISION OF REAL ESTATE.
PO BOX 146711
SALT LAKE CITY UT 84114-6711

*(Please complete Qualifying
Questionnaire on second page)*

OFFICE USE ONLY

Received _____ Reviewed _____

Division Action _____ Approved ☐ Disapproved ☐

Certification # _____ Expiration Date _____

G. QUALIFYING QUESTIONNAIRE

YES NO

1. ☐ ☐ Do you now hold, or have you ever held, a mortgage license in any other state or country? **If so, please indicate which states you are or have been licensed in:** _____
2. ☐ ☐ Have you ever had a license to practice in the mortgage profession, or any other profession or occupation, denied, restricted, suspended, or revoked?
3. ☐ ☐ Have you ever been permitted to resign or surrender your mortgage license, or have you ever allowed your mortgage license to expire while you were under investigation, or while action was pending against you by any mortgage licensing or other agency?
4. ☐ ☐ Is any disciplinary action now pending against you by any mortgage licensing or other agency?
5. ☐ ☐ Are you currently under investigation for, or charged with, or have you ever pled guilty or no contest to, or been convicted of, a felony or misdemeanor? **Minor traffic offenses such as parking or speeding violations need not be disclosed, but you must disclose two or more motor vehicle offenses such as driving while impaired or intoxicated.**
6. ☐ ☐ Have you ever been placed on probation in connection with any criminal offense or a licensing action?
7. ☐ ☐ If your answer to question 6 is yes, have you completed the probation?
8. ☐ ☐ Have you been ordered to pay restitution in connection with any criminal offense?
9. ☐ ☐ If your answer to question 8 is yes, have you fully complied with the restitution order?
10. ☐ ☐ Have you ever had a civil judgment entered against you based on fraud, misrepresentation, or deceit?
11. ☐ ☐ If your answer to question 10 is yes, has the judgment been fully satisfied?

Signed _____ Date _____